

**Expression of Interest
United States Department of Agriculture
Office of the Assistant Secretary for Civil Rights**

Opening Date: Wednesday, August 16, 2006

Closing Date: Thursday, September 14, 2006

Position: Agricultural Liaison Officer

Series & Grade: GS-0301-12

Duty Locations: 2 Detail Opportunities... **You must specify location(s) of interest.**

One position is being filled at each of the following locations:

Tennessee State University, Nashville, TN

Lincoln University, Jefferson City, MO

Remarks: THIS IS AN EXPRESSION OF INTEREST, NOT A COMPETITIVE VACANCY ANNOUNCEMENT.

Who Is Eligible for Consideration:

Current USDA employees at the GS-12 level.

This is an assignment being filled under an Intergovernmental Personnel Act (IPA) agreement.

This assignment is open USDA-wide. Submissions will be accepted from all USDA employees serving on a career-conditional or career appointment comparable to the GS-12 level.

Major Duties:

USDA is pleased to announce an exciting and career-enhancing opportunity for motivated USDA professionals who are able to work independently and who seek a new challenge for a minimum two-year assignment.

The Office of the Assistant Secretary for Civil Rights (USDA/1890 Programs) is announcing an Intergovernmental Personnel Act (IPA) opportunity to serve as an Agricultural Liaison Officer at the GS-12 level at a designated 1890 Land Grant Institution or Tuskegee University.

Under the direction of the university supervisor and in coordination with the USDA/1890 National Special Program Manager, the incumbent serves as a liaison and provides assistance to the assigned institution in such areas as: student recruitment and counseling; academic program development; grants; teaching and research assistance; outreach; and agricultural management of university facilities.

The incumbent works closely with university staff to develop and implement a comprehensive recruitment program including high school visits, on-campus orientations, demonstrations, tours and other outreach activities. He/she is responsible for providing information on USDA

programs including the National Scholarship Program, capacity building programs and outreach activities. In addition, the incumbent markets the USDA/1890 National Scholars Program to candidates and forwards scholarship applications to university officials for review and ranking. The incumbent helps to place students in USDA positions under a variety of student employment programs.

The incumbent advises the academic institution concerning the long-term needs of USDA, and Federal and USDA qualifications requirements. He/she recommends ways to improve the curriculum to better prepare students for careers in agriculture, and helps the institution establish agreements with other schools to strengthen various programs.

The incumbent assists the institution in obtaining research or teaching grants from USDA. He/she explains the grant process to faculty and other staff, suggests possible areas of interest, directs university staff to individuals in USDA with whom they can collaborate on the grant, and reviews grant applications to ensure that all requirements are met.

The incumbent performs a wide variety of outreach activities. In addition to recruitment activities, the incumbent works with local groups and farmers to explain USDA and 1890 university programs and to encourage them to take advantage of these programs. He/she assesses outreach activities to determine whether they are achieving results and modifies them to better meet program objectives.

Your submission package should address your level of education and experience in the following areas:

- 1) Understands and appropriately applies USDA programs and activities in order to serve as a liaison for recruitment and outreach efforts.
- 2) Makes clear and convincing presentations regarding USDA programs and activities to individuals or groups in an organized manner. Facilitates an open exchange of ideas in a formal and informal setting.
- 3) Compiles statistics, reports, and establishes and maintains databases.
- 4) Develops recruitment strategies and techniques for student employment programs.
- 5) Researches, gathers and analyzes information to formulate conclusions and makes appropriate recommendations to management. Perceives the impact and implications of recommendations.

Submission Requirements

To be considered for this assignment, you must submit the following information:

- Resume or OF-612.
- Most recent Notification of Personnel Action (SF-50).
- Most recent performance appraisal.
- Narrative response addressing each of the elements above – limited to a maximum of one page per element.
- You must indicate the dates of all other IPA assignments you have had during your career.
- You must indicate the university or universities for which you wish to be considered.

FAILURE TO SUBMIT ANY OF THE ABOVE ITEMS WILL RESULT IN ELIMINATION FROM CONSIDERATION.

****Your submission must be received by 4:30 p.m. on the closing date of this Expression of Interest. Please note that due to mail being irradiated; we have no control over when we receive mail. The Human Resources Services Division staff wants to ensure that your submission package is timely and is considered for further processing.**

Please submit your documents to the following address:

U.S. Department of Agriculture
Office of Operations-Human Resources Services Division
Attention: Peggy Pinkney
Rm. 2-W, Jamie L. Whitten Building
1400 Independence Avenue, S.W.
Washington, D.C. 20250-9892

You may submit your response to this Expression of Interest via regular mail to the address above, by fax to (202) 690-1067, or email at peggy.pinkney@usda.gov.

For more information:

Please call the Personnel Operations Branch, Human Resources Services Division, at (202) 720-5781 for further assistance.

Information on Status, Benefits and Relocation Expenses

Each selectee will be placed on an Intergovernmental Personnel Act detail assignment for two years. The detail may be extended, if all concerned parties agree, for up to an additional two years.

A Federal employee on an IPA assignment remains an employee of his or her permanent agency for all purposes except work and supervision, and is subject to agency procedures covering detailed employees. The detailed employee's pay, allowances, privileges, rights, seniority, and

other benefits are preserved and remain in effect during the assignment. He/she continues to receive pay, allowances, and benefits from the federal agency.

The employee receives work assignments from the university supervisor, in coordination with the USDA/1890 National Special Program Manager.

Relocation expenses will be paid for the selected candidate and dependents.

A miscellaneous expense allowance under Federal Travel Regulation, part 302-3, is authorized.

The employee is eligible to receive per diem for travel away from the assignment location and may be authorized the use of a government vehicle.

If this assignment necessitates a geographic move, the employee's total pay may be reduced or increased because of a different locality pay at the duty station for this assignment.

As a condition of accepting this assignment, you must agree, in writing, to return to the Federal government for a period of time at least equal to the length of the assignment.

At the completion of your IPA assignment, you will be returned to the same position you occupied at the time the assignment began, or, at the agency's option, you will be reassigned to another position at the same pay, grade level and location you held prior to the IPA.

Reasonable Accommodation Statement

USDA provides reasonable accommodations to employees with disabilities. If you need a reasonable accommodation for any part of the submission process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

THE FEDERAL GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER.